

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 6 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/13/2014		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Aaron Yeow, COR	
3. ORDER NO. 0031		4. REQUISITION/REFERENCE NO. PR-OA-15-00011			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US EPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue NW Mail Code: 1400R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order 31 - Chemical Assessment Advisory Committee Meeting (CAAC) - Ethylene Oxide TOPO: Aaron Yeow Max Expire Date: 12/31/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO							
	a. NAME RTP Finance Center						\$33,456.61	
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$33,456.61	
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

11/13/2014

ELECTRONIC
SIGNATURE

23. NAME (Typed)

Stefan Martiyan
TITLE: CONTRACTING/ORDERING OFFICER

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 31**

Title: Chemical Assessment Advisory Committee Meeting (CAAC) – Ethylene Oxide

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the CAAC including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through December 31, 2014

Meeting Location: Washington, DC

Administrative Meeting: November 18, 2014, 8:00 am – 8:30 am

Public Meeting Dates/Time: November 18, 2014, 9:00 am – 6:00 pm
November 19, 2014, 8:30 am – 6:00 pm
November 20, 2014, 8:30 am – 3:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Aaron Yeow, COR, 202-564-2050
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at **Hyatt Regency Crystal City in Arlington, VA.** The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 19 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor

- Folsom Switcher ScreenPro
 - EQ/Processor
 - 10 microphones
 - Microphone controllers
 - 6 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 19 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting. Please note on the end of the second day November 19, 2014 the AV equipment located in the current meeting space will be broken down and moved to another ballroom within the hotel. This will require the AV equipment to be dismantled and set-up in the adjacent ballroom for the 3rd day of the meeting to be held on November 20, 2014. Please include the necessary storage and labor hours to accommodate this request.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide 19 folders containing the meeting materials for the meeting as directed by the COR.
3. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
4. The contractor shall provide two personnel for the entire duration of the three day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 DATE OF ORDER 11/24/2014		2 CONTRACT NO. (if any) EP-W-11-051		5 SHIP TO:				
3 ORDER NO. 0032		4 REQUISITION/REFERENCE NO PR-OA-15-00025		a. NAME OF CONSIGNEE Alisa Fisher, COR				
5 ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue NW Mail Code: 1400R		c. CITY Washington		
				d. STATE DC		e. ZIP CODE 20460		
7 TO:				f. SHIP VIA				
a. NAME OF CONTRACTOR ENDYNA INC				8 TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY				
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 221022203		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
9 ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB							Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order 32 - Support SAB's Lake Erie Eutrophication Indicators - Ensemble Modeling Approach Panel Meeting TOPO: Alisa Fisher Max Expire Date: 01/30/2015 Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center								\$10,604.19
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive								
c. CITY Durham								\$10,604.19
d. STATE NC								
e. ZIP CODE 27711								
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Stefan Martiyan TITLE: CONTRACTING/ORDERING OFFICER				17(i) GRAND TOTAL

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**ORDER FC SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 11/24/2014	CONTRACT NO. EP-W-11-051	ORDER NO. 0032
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2505-MS111127-1511T41049- 001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 Job #: MS111127 DCN - Line ID: 1511T41049-001 Period of Performance: 11/24/2014 to 01/30/2015</p> <p>The contractor shall provide all required support services/items in accordance with the contract, the attached task order Statement of Work and the contractor's work plan and labor hour cost estimate dated 7 November 2014. Award Type: Time-and-materials</p> <p>The obligated amount of award: \$10,604.19. The total for this award is shown in box 17(i).</p>				10,604.19	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$10,604.19	

Science Advisory Board (SAB) Staff Office
Contract No. EP-W-11-051
Task Order: 32

Title: SAB's Lake Erie Eutrophication Indicators – Ensemble Modeling Approach Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through January 30, 2015

Meeting Location: Chicago, IL (Region 5)

Administrative Meeting: December 10, 2014, 8:00 am – 8:30 am

Public Meeting Dates/Time: December 10, 2014, 9:00 am – 6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Alisa Fisher, COR, 202-564-2122
Stefan Martiyan, CO, 202-564-1987

Task 1: Provide Logistic Support at the Meeting Facility

1. EPA has reserved space at **Ralph H. Metcalfe Federal Building, Lake Michigan Room located in Chicago, IL (Region 5)**. The contractor shall provide logistic support to include:
 - a. One (1) large conference room set up in U shape for 28 advisory members and three (3) SAB Staff members with approximately 50 seats in theatre style; and
 - b. One (1) speaker table.

Deliverable Date: At least one (1) business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the facility of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign must have the EPA logo and lettering in black. The Contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The reception area outside the conference room shall consist of a registration table with seating for two (2) contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one (1) complete set of other meeting materials, to be provided by the SAB Staff Office. The Contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: At least one (1) business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The Contractor shall display the poster board two (2) hours before the meeting starts.
2. The Contractor shall provide 33 folders containing the meeting materials for the meeting as directed by the COR.
3. The Contractor shall provide two (2) personnel for the entire duration of the one (1) day meeting to provide administrative support. The onsite contractor personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The Contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The Contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite contractor personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite contractor personnel shall provide printed copies per request from COR. The onsite contractor personnel shall distribute materials to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite contractor personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g., any item presented at the meeting or copies made for the meeting).

Deliverable Date: Due on the day of the meeting.

Performance Requirement: The Contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The Contractor onsite staff shall behave in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the Contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

OF R FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/08/2015		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher, COR, 202-564-2122	
3. ORDER NO. 0033		4. REQUISITION/REFERENCE NO. PR-QA-15-00078			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1400R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		12 F.O.B. POINT Destination	
		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 04/14/2015	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::CL::IGF TOCOR: Alisa Fisher Max Expire Date: 05/29/2015 Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(f) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						17(g) GRAND TOTAL
a. NAME RTP Finance Center						
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham						
d. STATE NC						
e. ZIP CODE 27711						
22. UNITED STATES OF AMERICA BY (Signature) 04/08/2015 Sharon Whitehair						
23. NAME (Typed) Sharon Whitehair TITLE: CONTRACTING/ORDERING OFFICER						

ELECTRONIC SIGNATURE

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Prescribed by GSA/FAR 48 CFR 53.213(f)

SCHEDULE CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.			ORDER NO.	
04/08/2015		EP-W-11-051			0033	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
0010	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 04/14/2015 to 05/29/2015</p> <p>Provide administrative support for the administrative and public (three-day) meeting of the BAP including securing meeting facilities and providing pre-meeting and on-site logistics support.</p> <p>Accounting Info: 15-16-B-11T-ZZZMG5-2505-MS111131-1511T 51001-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 Job #: MS111131 DCN - Line ID: 1511T51001-001 Funding Flag: Complete Funded: \$37,985.50</p>				37,985.50	
0022	<p>Provide administrative support for the administrative and public (three-day) meeting of the BAP including securing meeting facilities and providing pre-meeting and on-site logistics support.</p> <p>Accounting Info: 15-16-B-11T-ZZZMG5-2505-1511T51001-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 Job #: MS111131 DCN - Line ID: 1511T51001-001 Funding Flag: Complete Funded: \$9,107.68</p> <p>The obligated amount of award: \$47,093.18. The total for this award is shown in box 17(i).</p>				9,107.68	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(i))					\$47,093.18	

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OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.215(i)

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 33

Title: Benzo[a]pyrene Review Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the BAP including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through April 15-17, 2015

Meeting Location: Washington, DC

Administrative Meeting: April 15, 2015, 8:15 am – 8:45 am

Public Meeting Dates/Time: April 15, 2015, 9:00 am – 5:30 pm
April 16, 2015, 8:30 am – 5:00 pm
April 17, 2015, 8:30 am – 5:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Alisa Fisher, COR, 202-564-2122
Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

EPA is holding space at The George Washington University, Milken Institute School of Public Health in Washington, DC.

1. . The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 30 advisory members/SAB Staff and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers

- RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 microphones
 - Microphone controllers
 - 6 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 30 panel members/SAB Staff to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members/SAB Staff and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.
Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide 30 folders containing the meeting materials for the meeting as directed by the COR.
3. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
4. The contractor shall provide two personnel for the entire duration of the three day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with co. and/or order numbers.

PAGE OF PAGES

1

6

1. DATE OF ORDER 03/19/2015		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Holly Stallworth, COR, 202-564-2073				
3. ORDER NO. 0034		4. REQUISITION/REFERENCE NO. PR-QA-15-00074						
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS USEPA Headquarters William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1400R		c. CITY Washington		
				d. STATE DC		e. ZIP CODE 20460		
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA				
b. COMPANY NAME				8. TYPE OF ORDER				
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 221022203		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB								
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/24/2015		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOCOR: Holly Stallworth Max Expire Date: 05/04/2015 Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont pages)
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center								\$39,987.54
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive								
c. CITY Durham								\$39,987.54
d. STATE NC								
e. ZIP CODE 27711								
22. UNITED STATES OF AMERICA BY (Signature) 03/19/2015 <i>Sharon Whitehair</i>				23. NAME (Typed) Sharon Whitehair TITLE: CONTRACTING/ORDERING OFFICER				17(i) GRAND TOTAL

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

S/ DULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO.

03/19/2015 EP-W-11-051

ORDER NO.

0034

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 03/19/2015 to 05/04/2015</p> <p>To provide admin and logistic support for the Biogenic Carbon Meeting on March 25-26, 2015, in accordance with the attached Statement of Work.</p> <p>Accounting Info: 14-15-B-11T-ZZZMG5-2505-1511T41068-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1511T41068-001 Funding Flag: Complete Funded: \$39,987.54</p> <p>The obligated amount of award: \$39,987.54. The total for this award is shown in box 17(i).</p>				39,987.54	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$39,987.54	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLEOPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 34

Title: Biogenic Carbon Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the Biogenic Carbon including (a) securing meeting facilities and, (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through May 4, 2015

Meeting Location: Washington, DC

Administrative Meeting: March 25, 2015, 8:00 am – 8:30 am

Public Meeting Dates/Time: March 25, 2015, 9:00 am – 6:00 pm
March 26, 2015, 8:30 am – 5:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Holly Stallworth, COR, 202-564-2073
Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

EPA is holding space at The George Washington University, Milken Institute School of Public Health in Washington, DC.

1. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 18 advisory members and approximately 100 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17" Monitor
 - Folsom Switcher ScreenPro

- EQ/Processor
 - 10 microphones
 - Microphone controllers
 - 9 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall also provide high definition webcasting equipment and support to consist of two HD video cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at <http://www.epa.gov/sab> in advance of the meeting. The contractor should provide the equipment and staff to provide a non-interactive webcast that will be broadcast on the internet that will include the following:
- 2 Video Cameras and Tripods
 - 1 Getner Telephone Interface
 - 4 Powered Speakers
 - 1 RGB DA
 - 1 Video Switcher
 - 1 Desktop Computer with video streaming
 - 1 Streaming Service
 - 1 Audio Technician
 - 2 Camera Technician - Teleconference
 - 1 TD / Project Manager
 - 3 Set up Technician
 - 2 Stationary HD cameras
4. The contractor shall procure wireless internet access for 18 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
5. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the meeting facility outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and Dr. Holly Stallworth and Mr. Christopher Zarba.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment and telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of the meeting agenda, committee roster, charge questions, comments from the Panel members and the public, and any other background materials. A folder containing all meeting materials shall be provided to each panel member as well as Dr. Stallworth and Mr. Zarba. A display copy of one complete set of meeting materials shall be provided by the contractor and placed on the registration table for the public. In addition, the contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table. Approximately 50 copies of the meeting agenda should be made available to the public.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and are responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the two day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall provide on-site support for the set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 2 day meeting.
4. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as

needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.

6. The onsite personnel shall provide additional printed copies of meeting materials per the request of the COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets, presentations and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The contract staff conducts themselves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following

1. Review and submit final meeting facilities invoice
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

1. DATE OF ORDER 04/07/2015	2. CONTRACT NO. (if any) EP-W-11-051	6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher, COR, (202) 564-2122
3. ORDER NO. 0035	4. REQUISITION/REFERENCE NO. PR-OA-15-00085	

5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460	b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code			
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">c. CITY Washington</td> <td style="width:20%;">d. STATE DC</td> <td style="width:20%;">e. ZIP CODE 20460</td> </tr> </table>	c. CITY Washington	d. STATE DC	e. ZIP CODE 20460
c. CITY Washington	d. STATE DC	e. ZIP CODE 20460		

7. TO: a. NAME OF CONTRACTOR ENDYNA INC b. COMPANY NAME c. STREET ADDRESS 1345 LANCIA DRIVE d. CITY MCLEAN	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">f. SHIP VIA</td> <td style="width:50%;">8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY</td> </tr> <tr> <td colspan="2"> REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. </td> </tr> <tr> <td colspan="2"> Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. </td> </tr> </table>	f. SHIP VIA	8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. SHIP VIA	8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY						
REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.							
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.							
e. STATE VA	f. ZIP CODE 221022203						

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE HPOD
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB	
12. F.O.B. POINT Destination	

13. PLACE OF a. INSPECTION Destination	b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
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17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order 35: Drinking Water Committee Public Meeting TOCOR: Alisa Fisher Max Expire Date: 06/01/2015 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$35,063.08	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME RTP Finance Center				
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				\$35,063.08
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	

22. UNITED STATES OF AMERICA BY (Signature) 	04/07/2015	23. NAME (Typed) Sharon Whitehair TITLE: CONTRACTING/ORDERING OFFICER
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SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

04/07/2015

EP-W-11-051

0035

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0022	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 04/28/2015 to 06/01/2015</p> <p>Contractor shall provide administrative support for the administrative and public meeting of the EPA's SAB Drinking Water Committee on April 29-30, 2015 in accordance with the Task Order Statement of Work and the contractor's proposal. Award Type: Time-and-materials</p> <p>Accounting Info: 15-16-B-11T-ZZZMG5-2505-1511T51002-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 Job #: MS111132 DCN - Line ID: 1511T51002-001 Funding Flag: Complete Funded: \$35,063.08</p> <p>The obligated amount of award: \$35,063.08. The total for this award is shown in box 17(i).</p>				35,063.08	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$35,063.08	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLEOPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 35**

Title: Drinking Water Committee Public Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the EPA's SAB Drinking Water Committee including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through June 1, 2015.

Meeting Location: Washington, DC

Administrative Meeting: April 29, 2015, 8:00 am – 8:30 am

Public Meeting Time: April 29, 2015, 9:00 am – 6:00 pm
April 30, 2015, 8:30 am – 5:00 pm

EPA Contacts: Alisa Fisher, COR, 202-564-2122
Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

1. EPA is holding space at **The George Washington University, Milken Institute School of Public Health** in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 20 advisory members/SAB Staff and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones

- Microphone controllers
 - 6 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2-day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and other presenters as requested and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the meeting facility to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

2. The contractor shall provide AV personnel for technical support for the entire 2-day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2-day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall provide on-site support for the set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 2-day meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting at the conclusion of the meeting.
4. The contractor shall provide 20 folders containing the meeting materials for the meeting as directed by the COR.
5. The on-site personnel shall make additional badges and name tents upon request by the COR. The contractor shall provide assistance to Panel members and meeting attendees on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g., any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post-Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.
 2. Review and pay the final A/V invoice.
 3. Develop and submit the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

FORM FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/19/2015		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Aaron Yeow, COR, 202-564-2050	
3. ORDER NO. 0036		4. REQUISITION/REFERENCE NO. PR-OA-15-00098			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S.EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1400R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 05/29/2015
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Provide administrative support for the SAB CASAC Nitrogen Public Meeting in accordance with the attached Statement of Work TOCOR: Aaron Yeow Max Expire Date: 07/30/2015 Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$33,091.33				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$33,091.33	

22. UNITED STATES OF

AMERICA BY (Signature)

05/20/2015

Sharon Whitehair

ELECTRONIC SIGNATURE

23. NAME (Typed)

Sharon Whitehair
TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 05/19/2015	CONTRACT NO. EP-W-11-051	ORDER NO. 0036
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 06/02/2015 to 07/30/2015</p> <p>To provide administrative support for the public meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics for the SAB CASAC Nitrogen Public Meeting.</p> <p>Accounting Info: 15-16-B-11T-ZZZMG5-2584-1511T51007-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MS111135 DCN - Line ID: 1511T51007-001 Funding Flag: Complete Funded: \$33,091.33</p> <p>The obligated amount of award: \$33,091.33. The total for this award is shown in box 17(i).</p>	1	EA	33,091.33	33,091.33	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$33,091.33

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PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.215(f)

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 36**

Title: CASAC Nitrogen Review Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through July 30, 2015

Meeting Location: Raleigh, NC

Administrative Meeting: June 02, 2015, 8:00 am – 8:30 am

Meeting Dates/Time: June 02, 2015, 9:00 am – 5:30 pm
June 03, 2015, 8:30 am – 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Aaron Yeow, COR, 202-564-2050
Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

1. EPA is holding space at the **DOUBLETREE BY HILTON RALEIGH, NC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 50 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 11 Microphones

- Microphone controllers
 - 6 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 20 panel members and EPA speakers to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: COR review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to be on-site (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until the meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting). In addition, the on-site personnel shall type up the names and affiliations of the public that signs in and deliver both the hard copies and electronic copies of those at the end of the meeting to the COR.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.

2. Review and pay the final A/V invoice
3. Develop the progress report for EPA
4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/04/2015		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Edward Hanlon, COR, 202-564-2134			
3. ORDER NO. 0037		4. REQUISITION/REFERENCE NO. PR-OA-15-00113		5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460			
7. TO: a. NAME OF CONTRACTOR ENDYNA INC		b. COMPANY NAME		c. STREET ADDRESS 1345 LANCIA DRIVE		b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1400R	
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 221022203		c. CITY Washington	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE HPOD		8. TYPE OF ORDER a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		X b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) X a. SMALL b. OTHER THAN SMALL c. DISADVANTAGED d. WOMEN-OWNED e. HUBZone f. SERVICE-DISABLED VETERAN-OWNED g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM h. EDWOSB		12. F.O.B. POINT Destination		13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.	
15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/04/2015		16. DISCOUNT TERMS		17. SCHEDULE (See reverse for Rejections)			
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	DUNS Number: (b)(4) To provide administrative support for the Hydraulic Fracturing Public Meeting in accordance with Endyna's proposal dated 14 May 2015. TOCOR: Edward Hanlon Max Expire Date: Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center						\$126,487.71	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$126,487.71	
c. CITY Durham		d. STATE NC		e. ZIP CODE 27711		17(i) GRAND TOTAL	
22. UNITED STATES OF AMERICA BY (Signature) 08/06/2015 Sharon Whitehair		23. NAME (Typed) Sharon Whitehair TITLE: CONTRACTING/ORDERING OFFICER					

ORDER R SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

08/04/2015

EP-W-11-051

ORDER NO.

0037

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>04/29/2016</p> <p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 08/04/2015 to 04/29/2016</p> <p>To provide administrative support for the Hydraulic Fracturing Public Meeting including securing meeting facilities, providing pre-meeting and onsite logistics support and comment analysis.</p> <p>Accounting Info: 15-16-B-11T-ZZZMG5-2584-1511T51015-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MM111103 DCN - Line ID: 1511T51015-001 Funding Flag: Complete Funded: \$126,487.71</p> <p>The obligated amount of award: \$126,487.71. The total for this award is shown in box 17(i).</p>	1	EA	126,487.71	126,487.71	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$126,487.71

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OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(i)

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 37

Title: SAB Hydraulic Fracturing Research Advisory Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Hydraulic Fracturing Research Advisory Panel including (a) securing meeting facilities; (b) providing pre-meeting and onsite logistics support and; (c) comment analysis.

Period of Performance: August 04, 2015 through April 29, 2016

Meeting Location: Washington, DC

Public Meeting Dates/Time: October 28, 2015, 7:30 am – 5:30 pm
October 29, 2015, 7:30 am – 5:30 pm
October 30, 2015, 7:30 am – 3:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Edward Hanlon, COR, 202-564-2134
Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

1. EPA is holding space at **The Washington Plaza Hotel in Washington, DC**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 30 advisory members and approximately 150 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 16 microphones

- Microphone controllers
 - 9 Extension Cords/power strips
 - Telephone hookup
 - 2 Phone Lines
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - Equipment to provide a non-interactive webcast that will be broadcast on the internet. The contractor should provide two cameras facing diagonally outwards from the projection screen towards the panel, one stationary camera facing the chair of the panel, and one stationary camera facing speakers, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should also include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at <http://www.epa.gov/sab> in advance of the meeting.
3. The contractor shall procure wireless internet access for 30 panel members and 5 SABSO staff to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or PO:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

4. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket regarding EPA's draft review document and charge questions for the SAB October 28-30 public meeting by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to section of EPA's Assessment Report on EPA's Research on the Potential Effects of Hydraulic Fracturing on Drinking Water Resources, and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see Attachments 1 and 2 for mock-ups of the desired Table format for organizing and categorizing public comments received by EPA's Docket regarding EPA's draft review document and charge questions, respectively. During the comment period, the comment categorization must be updated daily. Two first Draft Tables of public comments sorted out by whether they relate to EPA's draft review document or EPA's draft charge questions must be completed and delivered to SABSO by September 10, 2015; these two tables would include all public comments received and posted in EPA's Docket as of September 9, 2015. The second drafts of these two tables must be completed and delivered to SABSO by October 13, 2015; these two tables would include all public comments received and posted in EPA's Docket as of October 12, 2015. The final drafts of these two tables must be completed and delivered to SABSO by November 30, 2015; these tables would include all public comments received and posted in EPA's Docket as of November 29, 2015.
5. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket regarding the SAB HF Panel's first draft report that will peer review the agency's draft report, for the SAB HF Panel's February 1, 2016 teleconference by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to section of the SAB HF Panel's draft report, and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see Attachment 3 for a mock-up of the desired Table format for organizing and categorizing public comments received by EPA's Docket regarding the SAB HF Panel's first draft report. During the comment period, the comment categorization must be updated daily. The first Draft Table of public comments must be completed and delivered to SABSO by January 26, 2016; this table would include all public comments received and posted in EPA's Docket as of January 25, 2016. The second drafts of these two tables must be completed and delivered to SABSO by January 29, 2016; this table would include all public comments received and posted in EPA's Docket as of January 28, 2016. The final drafts of this table must be completed and delivered to SABSO by February 26, 2016; this table would include all public comments received and posted in EPA's Docket as February 25, 2016.
6. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket regarding the SAB HF Panel's second draft report that will peer review the agency's draft report, for the SAB HF Panel's March 7, 2016 teleconference by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to section of the SAB

HF Panel's draft report, and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see Attachment 3 for a mock-up of the desired Table format for organizing and categorizing public comments received by EPA's Docket regarding the SAB HF Panel's second draft report. During the comment period, the comment categorization must be updated daily. The Draft Table of public comments must be completed and delivered to SABSO by March 4, 2016; this table would include all public comments received and posted in EPA's Docket as of March 3, 2016. The final drafts of this table must be completed and delivered to SABSO by March 22, 2016; this table would include all public comments received and posted in EPA's Docket as March 21, 2016.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire three day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line. The contractor shall also provide 2 AV personnel for technical support for the entire three day meeting to direct two cameras to allow the non-interactive webcast to be broadcast on the internet.
3. The contractor shall provide 2 personnel for the entire duration of the three day meeting to provide administrative support. The on-site personnel shall make the necessary arrangements for lodging the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
4. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.

7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

Task 5: Post Teleconference Support

1. After the conclusion of the final teleconference on 3/7/16, the contractor shall perform task order close-out activities to include the following:

1. Develop the progress report for EPA.
2. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the final teleconference on 3/7/16.

OR FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/01/2015		2. CONTRACT NO. (If any) EP-W-11-051		8. SHIP TO: a. NAME OF CONSIGNEE Thomas Sorg, COR, 513-569-7370	
3. ORDER NO. 0038		4. REQUISITION/REFERENCE NO. PR-ORD-15-01421		b. STREET ADDRESS U.S. EPA 26 W. Martin Luther King Dr. Mail Code B17	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				c. CITY Cincinnati	d. STATE OH
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				e. ZIP CODE 45268	
b. COMPANY NAME				f. SHIP VIA	
c. STREET ADDRESS 1345 LANCIA DRIVE				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
d. CITY MCLEAN				e. STATE VA	
f. ZIP CODE 221022203				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 180 Days After Receipt of Order	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOCOR: Thomas Sorg Max Expire Date: 04/29/2016 Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center				\$114,827.20		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				\$114,827.20		
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF
AMERICA BY (Signature)

06/01/2015

Sharon Whitehair

ELECTRONIC
SIGNATURE

23. NAME (Typed)

Sharon Whitehair
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
06/01/2015CONTRACT NO.
EP-W-11-051ORDER NO.
0038

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 15-16-C-26CW000-201FK7-2532-MM262602-26A5C-1 526CWE036-002 BFY: 15 EFY: 16 Fund: C Budget Org: 26CW000 Program (PRC): 201FK7 Budget (BOC): 2532 Job #: MM262602 Cost: 26A5C DCN - Line ID: 1526CWE036-002 Period of Performance: 06/01/2015 to 04/29/2016</p> <p>12th Annual drinking Water Workshop Endyna Contract EP-W-11-051 TO 38</p> <p>12th Annual Drinking Water Workshop (see the Statement of Work for detailed information)</p> <p>The obligated amount of award: \$114,827.20. The total for this award is shown in box 17(i).</p>				114,827.20	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$114,827.20	

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Prescribed by GSA FAR (48 CFR) 53.215(f)

STATEMENT OF WORK
Contract Number: EP-W-11-051
Task Order Number: 0038

Title: 12th Annual Drinking Water Workshop

Period of Performance: June 1, 2015 - April 30, 2016

Work Assignment COR: Thomas J. Sorg
WSWRD, NRMRL, ORD
USEPA
26 W. Martin Luther King Dr.
Cincinnati, OH 45268
513/ 569-7370
Fax 513/569-7172
sorg.thomas@epa.gov

Alternate Work Assignment COR: WA COR Alternate
Darren A. Lytle
WSWRD, NRMRL, ORD
USEPA
26 W. Martin Luther King Dr.
Cincinnati, OH 45268
513/ 569-7432
Fax 513/569-7892
lytle.darren@epa.gov

1. BACKGROUND

In October 2001, EPA Administrator, Christine Todd Whitman, announced an initiative for additional research and development for cost-effective technologies to help small systems meet the new arsenic standard set at 0.010 mg/L and to provide technical assistance to operators of small systems to reduce compliance costs. As part of this initiative to assist small community water systems (< 10,000 customers) in complying with the new standard, EPA's Office of Research and Development (ORD) conducted a series of 50 full-scale, long-term, on-site demonstrations of arsenic removal technologies; Round 1 (12 projects), Round 2 (28 projects) and Round 2a (10 projects).

To provide information to the interested stakeholders (State agencies, water utilities, and engineering firms) on the results of the arsenic treatment technology demonstration program, ORD began an annual series of workshops (2004-05-06) that showcased the arsenic demonstration program. The titles of these three Workshops are as follows:

2004 Workshop on the Design and Operation of Adsorptive Media Processes for the Removal of Arsenic from Drinking Water.

2005 Workshop on Arsenic Removal from Drinking Water.

2006 Workshop on EPA's Arsenic Removal Demonstration Program: Results and Lessons Learned.

These three workshops, although open to all parties having an interest in arsenic technology, were developed primarily for the State's Drinking Water staff responsible for compliance and enforcement of the revised arsenic regulation. Attendance by State personnel was in the 50 - 60 range with the total attendance around 150. The workshops were co-sponsored by the Office of Ground Water and Drinking Water (OGWDW), Office of Water (OW) who has the overall federal responsibility for the compliance of the arsenic regulation.

Because of the successfulness of the arsenic Workshops and the interest of the OGWDW and State attendees to have information provided on other drinking water contaminants and issues, the topics of the last eight workshops (2007 to 2014) have included technical sessions on a variety of drinking water topics such as, inorganic, organic and microbiological contaminants, emerging contaminants, distribution systems, EPA regulations and other topics associated with small system problems. Attendance by State personnel has been in the 75 - 80 range with the total attendance around 230. The last six workshops were also co-sponsored by the Association of Safe Drinking Water Administrators (ASDWA). The titles of the past eight Workshops are as follows:

2007 U.S. EPA Workshop on Inorganic Contaminant Issues.

2008 Fifth Annual USEPA Drinking Water Workshop: Treatment and Distribution System Compliance Challenges.

2009 Sixth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2010 Seventh Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2011 Eighth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2012 Ninth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2013 10th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2014 11th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2. PURPOSE

The purpose of this Work Assignment is for the Contractor to provide logistic and technical support for the preparation and conducting of the EPA twelfth annual drinking water workshop (2-1/2 days) to be held in Cincinnati, OH late August/early September, 2015. The primary goal of this workshop is to provide information to employees of the State drinking water programs who have the compliance responsibilities for the drinking water regulations and related drinking water issues and problems. The Workshop will

again be co-sponsored by the OGWDW, OW and ASDWA who will provide advice and recommendations on the Workshop agenda.

3. SCOPE OF WORK

This performance work statement describes EPA requirements regarding services to be rendered by the contractor for the 12th Annual Drinking Water Workshop. The contractor shall make all necessary arrangements to hold a 2-1/2 day workshop in Cincinnati, OH during late August/early September, 2015. The workshop arrangements shall include the following;

Task 1. Workshop Arrangements

1. Provide for meeting rooms for the workshop as follows:

1st Day (Tuesday):

- a) - One general meeting room to accommodate up to 210 people classroom style (Half Day).
- b) - Two general meeting rooms to accommodate up to 90 people classroom style (Half day - Afternoon)

2nd Day (Wednesday):

- a) - One general meeting room to accommodate up to 210 people classroom style (Half Day).
- b) - Two general meeting room to accommodate up to 90 people classroom style (Half Day)
- c) - Four small meeting areas for discussion groups (Half Day)

3rd Day (Thursday)

- a) - One general meeting room to accommodate up to 210 people classroom style (Half Day - Morning).

- 2. Provide for space and supplies for 10 posters for 1st and 2nd day.
- 3. Arrange for all necessary audio/visual equipment for all meeting rooms.
- 4. Arrange a block of sleeping rooms for participants. Recent Workshops have had around 220 attendees with approximately 100 from outside the Cincinnati area. Rooms will be needed for three nights.
- 5. Develop an announcement advertising the workshop to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.
- 6. Provide registration services that attendees can use either by direct mail or e-mail.
- 7. Provide support services to speakers and session moderators before and during workshop. Example of services would include answering questions, and training in use of audio/visual equipment.
- 8. Provide a workbook for all attendees containing agenda, list of speakers, attendees and copies of presentations (Power Point (PPT) slides)
- 9. Provide all workshop support services during the two day workshop. Support services would include staffing of registration desk, passing out workbooks, maintaining registration list, preparation of name tags, answering attendees' questions, assisting poster presenters, working with hotel personnel on workshop needs.

Task 2. Workshop Agenda and Speakers.

1. The contractor shall develop a draft proposed workshop agenda for review by the EPA WA COR. The agenda shall be based upon a list of drinking water topics provided by the EPA WA COR. After receiving the EPA WA COR comments, a final workshop agenda shall be developed. After approval of the agenda by the EPA WA COR, presentations that can be made by EPA personnel will be provided by the EPA WA COR for use by the contractor in developing the list of speakers. Speakers for all non-EPA presentation shall be the responsibility of the contractor. The minimum qualification of the non-EPA speakers will be provided by the EPA WA COR. It is anticipated that approximately 15 non-federal speakers will be required. Because the workshop is an EPA/OGWDW drinking water sponsored workshop where research and regulatory information will be included in the program, session moderators will be from these two EPA offices and the names provided to the contractor by the EPA WA COR.
2. The contractor shall prepare a Workshop proposed agenda and registration form to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.

Task 3. CD of Presentations

Contractor shall provide to the WA COR 5 copies of a CD with all of the final power point presentations and support materials.

4. SCHEDULE OF DELIVERABLES

Work Plan due within 20 calendar days after receipt of work assignment

Task 1. Workshop Arrangements

1. The contractor shall select the meeting location and complete all required meeting place arrangements within three weeks after the work assignment is issued.
2. The contractor shall provide draft of the Workshop announcement for review by the EPA WA COR within four weeks after the work assignment is issued and the final announcement within five weeks after the work assignment is issued for posting by EPA on EPA ORD drinking water web site.
3. The contractor shall complete workbooks for attendees one week before the Workshop.

Task 2. Workshop Agenda and Speakers

1. The contractor shall provide the Workshop proposed agenda and registration form for placement on the EPA ORD drinking water web site by June 15, 2015.
2. The contractor shall contact and obtain speaker commitments by July 15, 2015.

Task 3. CD of Presentations

Contractor shall provide a CD with all of the final power point presentations and support materials by November 30, 2015.

6. TRAVEL

The contractor will be requested to participate in the 2-1/2 day workshop in Cincinnati, OH.

7. EPA GREEN MEETING REQUIREMENTS

When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>.

8. ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

9. MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

5

IMPORTANT: Mark all packages and pages with contract and/or order numbers.

1. DATE OF ORDER 06/16/2015		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Edward Hanlon, POC, 202-564-2134	
3. ORDER NO. 0039		4. REQUISITION/REFERENCE NO. PR-OA-15-00117		b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1400R	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				c. CITY Washington	d. STATE DC
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. EDWOSB <input type="checkbox"/> i. VETERAN-OWNED <input type="checkbox"/> j. ELIGIBLE UNDER THE WOSB PROGRAM					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/16/2015	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOCOR: Ed Hanlon Max Expire Date: 08/31/2015 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$20,186.80	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME RTP Finance Center						\$20,186.80	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive							
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				

22. UNITED STATES OF AMERICA BY (Signature) 		06/16/2015	23. NAME (Typed) Sharon Whitehair TITLE: CONTRACTING/ORDERING OFFICER
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OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/16/2015	CONTRACT NO. EP-W-11-051	ORDER NO. 0039
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 06/16/2015 to 08/31/2015</p> <p>EnDyna will provide administrative support for the meeting of the Science Advisory Board (SAB), Scientific and Technological Achievement Awards Committee Closed Meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support. For detailed instructions, please see the attached Statement of Work (SOW).</p> <p>EnDyna will provide administrative support for the meeting of the Science Advisory Board (SAB), Scientific and Technological Achievement Awards Committee Closed Meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support. For detailed instructions, please see the attached Statement of Work (SOW).</p> <p>Accounting Info: 15-16-B-11T-ZZZMG5-2584-1511T51011-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 DCN - Line ID: 1511T51011-001 Funding Flag: Complete Funded: \$20,186.80</p> <p>The obligated amount of award: \$20,186.80. The total for this award is shown in box 17(i).</p>	1	EA	20,186.80	20,186.80	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$20,186.80

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OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 63.213(f)

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 39

Title: Science Advisory Board (SAB), Scientific and Technological Achievement Awards Committee Closed Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the meeting of the Science Advisory Board (SAB), Scientific and Technological Achievement Awards Committee Closed Meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Most of the meeting is closed to the public and will be attended only by panel members. However, the portion of the 2015 STAA Committee meeting that is open to the public will occur on Friday, July 10, 2015, from 10:00 a.m. to 12:00 p.m.

Period of Performance: The date of the award through August 30, 2015

Meeting Location: Washington, DC

Closed Meeting Dates/Time: July 9, 2015 8:00 am – 6:00 pm
July 10, 2015 9:00 am – 3:00 pm

Public Session Date/Time: July 10, 2015 10:00 am – 12:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Ed Hanlon, COR, 202-564-2134
Sharon Whitehair, CO, 202-564-4764

Task 1: Provide logistic support at the Meeting Facility

1. EPA is holding space at **The George Washington University, Milken Institute School of Public Health** in Washington, DC. The contractor shall provide logistic support to include:
 - a. One large conference room set up in square shape for 25 advisory members and 2 SAB Staff members and approximately 20 seats in theatre style
 - b. One Speaker Table

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the facility of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the meeting facility to have the conference room completely set up the day before the meeting. The contractor shall make sure that all equipment including two telephone lines and overhead projector are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for one contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and other materials to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board at 8:00 a.m. on July 10th, two hours before the 10:00 a.m. public portion of the meeting starts.
2. The contractor shall provide one Conference Manager for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
3. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
4. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 13

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/15/2015		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Holly Stallworth, COR, 202-564-2073	
3. ORDER NO. 0040		4. REQUISITION/REFERENCE NO. PR-OA-15-00192			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg. 1200 Pennsylvania Ave., NW Mail Code 1400	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/15/2015	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOCOR: Holly Stallworth Max Expire Date: 11/30/2015 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$40,457.68
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$40,457.68
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF
AMERICA BY (Signature)

09/15/2015

Sharon Whitehair

ELECTRONIC
SIGNATURE

23. NAME (Typed)
Sharon Whitehair
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/15/2015	CONTRACT NO. EP-W-11-051	ORDER NO. 0040
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 09/15/2015 to 11/30/2015</p> <p>To provide logistic and administrative support for the SAB Economy-Wide Modeling Panel Public Meeting from 22 - 23 October 2015</p> <p>Accounting Info: 15-16-B-11T-ZZZMG5-2505-1511T51024-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1511T51024-001 Funding Flag: Complete Funded: \$40,457.68</p>	1	EA	40,457.68	40,457.68	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$40,457.68

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 40

Title: Economy-Wide Modeling Panel Public Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the EPA's SAB Economy-Wide Modeling Panel Public Meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: September 14, 2015 through November 30, 2015.

Meeting Location: Washington, DC

Administrative Meeting: October 22, 2015, 8:00 am – 8:45 am

Public Meeting Time: October 22, 2015, 9:00 am – 6:00 pm
October 23, 2015, 9:00 am – 6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Holly Stallworth, COR, 202-564-2073
Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

1. EPA is holding space at **The George Washington University, Milken Institute School of Public Health** in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in square shape for 24 advisory members and 2 SAB Staff and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones

- Microphone controllers
 - 6 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 24 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2-day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and other presenters as requested and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the meeting facility to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

2. The contractor shall provide AV personnel for technical support for the entire 2-day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2-day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall provide on-site support for the set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 2-day meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting at the conclusion of the meeting.
4. The contractor shall provide 24 folders containing the meeting materials for the meeting as directed by the COR.
5. The on-site personnel shall make additional badges and name tents upon request by the COR. The contractor shall provide assistance to Panel members and meeting attendees on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g., any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues.

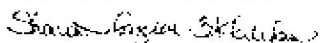
The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post-Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.
 2. Review and pay the final A/V invoice.
 3. Develop and submit the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
001		See Block 16C		PR-OA-16-00017			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
US Environmental Protection Agency							
Ariel Rios Building							
1200 Pennsylvania Avenue, N. W.							
Mail Code: 3803R							
Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENDYNA INC							
1345 LANCIA DRIVE				9B. DATED (SEE ITEM 11)			
MCLEAN VA 221022203							
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-11-051			
				0040			
				10B. DATED (SEE ITEM 13)			
				09/15/2015			
CODE (b)(4)		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$10,347.75	
15-16-B-11T-ZZZMG5-2584-MM111103-1611T51028-001							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE							
X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. FAR 52.243-1 - Changes--Fixed Price						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4)							
TOCOR: Holly Stallworth Max Expire Date: 11/30/2015							
LIST OF CHANGES:							
Reason for Modification : Change Order							
The purpose of this modification is to add equipment required to complete Task 1 - Secure Meeting Facility, which increases this task order by \$10,347.75. The revised Statement of Work is attached							
Delivery: 10/22/2015							
Delivery Location Code: HPOD RRB							
HPOD RRB							
US Environmental Protection Agency							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sharon Whitehair			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 10/21/2015	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0040/001

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 09/15/2015 to 11/30/2015 This modification adds equipment to Task 1 - Secure Meeting Facility. See the revised Statement of Work (SOW) for detailed information.				10,347.75

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 40 Mod 001

Title: Economy-Wide Modeling Panel Public Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the EPA's SAB Economy-Wide Modeling Panel Public Meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through November 30, 2015.

Meeting Location: Washington, DC

Administrative Meeting: October 22, 2015, 8:00 am – 8:45 am

Public Meeting Time: October 22, 2015, 9:00 am – 6:00 pm
October 23, 2015, 9:00 am – 6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Holly Stallworth, COR, 202-564-2073
Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

1. EPA is holding space at **The George Washington University, Milken Institute School of Public Health** in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in square shape for 24 advisory members and 2 SAB Staff and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones

- Microphone controllers
 - 6 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - Equipment to provide a non-interactive webcast that will be broadcasted on the Internet. The contractor shall provide two (2) cameras facing diagonally outwards from the projection screen towards the panel, one (1) stationary camera facing the chair of the panel, and 1 stationary camera facing speakers, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor shall also include information on how to connect to the webcast so that the public can view the meeting. This information shall be provided on the SAB website at <http://www.epa.gov/sab> in advance of the meeting.
3. The contractor shall procure wireless internet access for 24 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2-day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and other presenters as requested and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the meeting facility to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2-day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2-day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall provide on-site support for the set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 2-day meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting at the conclusion of the meeting.
4. The contractor shall provide 24 folders containing the meeting materials for the meeting as directed by the COR.
5. The on-site personnel shall make additional badges and name tents upon request by the COR. The contractor shall provide assistance to Panel members and meeting attendees on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g., any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post-Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop and submit the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.